

***World Trade Center National Responder Health Program
Mt. Sinai Data and Coordination Center Medical Release Form Instructions***

Listed below are instructions for completing the Mt. Sinai Data and Coordination Center Medical Records Release Form. This form should be used if you were seen for a monitoring exam that was completed through QTC or other provider that was coordinated by Mt. Sinai.

Step 1 – “I Authorize Section”

- (1) Check in the boxes provided, which records you are wishing to have sent to LHI. This will be your physical examinations records and/or mental health questionnaire/evaluation
 - (2) Check in the boxes provided, whether or not you wish to include your HIV-related information
 - (3) After the Logistics Health address, check in the boxed provided that this is a “patient request”
 - (5) Do not enter in the date of expiration for the request, LHI will complete this upon receipt of your release form.
-

Step 2 – Signature

The medical release form must be signed by you as the member. In addition, you will need to write in the date that the form has been signed.

The additional signature at the bottom of the form is to be used if the member cannot sign the form themselves. The member’s legal representative can sign this form and include their printed name, authority, address, phone number and date. **This is only to be used if the member cannot sign the form themselves.**